## MARIN COUNTY SHERIFF'S DEPARTMENT CIVIL/DOCUMENTARY SERVICES DIVISION HALL OF JUSTICE SAN RAFAEL, CA 94903

## INSTRUCTIONS FOR SERVICE OF APPLICATION AND ORDER FOR APPEARANCE AND EXAMINATION (ORDER OF EXAMINATION)

IMPORTANT NOTE: Complete both sides of this page. All items (except (D), which is

	ional) must be completed and must be printed or typed. If any items are not bleted or are not legible, we will have to return all papers to you.
(A)	Fill in the date of hearing as shown on the Order of Examination:  This document must be personally served at least 10 days prior to the court date Substitute service is not allowed. In order to provide the best possible service for you, we ask that you allow as much time as possible prior to this cut-off date to attempt service.
(B)	Fill in a short title of the case using the last names of the first listed plaintiff and the first listed defendant; for example, "Smith vs Jones."
	vs
	Plaintiff Defendant
(c)	List the persons to be served exactly as the names appear on the Order of Examination. Fill in the address for service and indicate whether this is a residence or business address. If you have more than two defendants to serve, mark the "Yes" box and list those names and addresses on the reverse side of this form. We can only make services in Marin County. We cannot serve at a post office box. You may give us more than one address as long as all addresses are in Marin County.
	1.
	Name
	Address for service Business ( ) Residence ( )
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	Additional names listed on reverse: Yes ( )
	Complete the following section if you have any special instructions that will assist us in serving your papers; for example, a description of the defendant or specific hours that the defendant is most likely to be at the address given:
:	Fees are \$20.00 for each person to be served. Checks should be made payable to the Marin County Sheriff. If the court has given you a fee waiver, it must be provided to us in lieu of fees. By law the Sheriff is entitled to fees even if the service is cancelled or is not effected for any reason.
ı	Attached are ( ) required fees in the amount of: \$ OR ( ) fee waiver

Address Business ( ) Residence ( ) Name		
Court action, you must provide us with an original Order of Examination and copy for each person to be served. A proof of service or a not found return will be sent to the court along with the original Order of Examination and a copy of the return will be sent to you. In all other cases you need only to provide us with a copy for each person to be served and all returns will be sent to you for filing with the court. It is not necessary to call us for status of your case unless you have not received a proof of service or not found return five days prior to your hearing.  Mailing address  City, State, ZIP  Please provide your daytime telephone number in the event that we have questional persons to be served:  Name  Address  Business ( ) Residence ( )  Name  Address  Business ( ) Residence ( )	Sign your name:	
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